

MINUTES

Council on Aging Ad Hoc Volunteer Recognition Committee

Wednesday, June 26, 2013

Senior Center, 230 Webster St., Marshfield, Ma 02050

Attendance: Joan Butler, Sheila Gagnon, Nancy Goodwin, Bill Lyons and Donna Weinberg

Call to order: 10:00 a.m.

Approval of Minutes: A motion was made by the group to approve the minutes of September 10, 2012. Motion passed unanimously.

Date/Time/Place: The Volunteer Recognition Luncheon has been voted for Saturday, October 19, 2013, from 11:30 a.m. to 2:30 p.m., at the new Haddad's Ocean Café Function Facility, Brant Rock, MA.

Caterer and Menu: The Haddad's Brunch has been voted. The finalized price, menu items and other details will be reviewed at the next meeting.

Entertainment: We are looking into entertainment to be discussed at the next meeting.

Special Recognition: It was voted that there would not be any special recognition at this luncheon.

Gifts or Acknowledgements: A \$5.00 Gift Card from the Coffee Shack in Brant Rock has been voted. Donna Weinberg has contacted Linda Glod, the owner, and will make arrangements for these gift cards to be prepared next month. Carol Hamilton will contact the Boosters to request a check for \$750.00, for the purchase of these cards.

Agenda and Special Guest Speakers:

The schedule is as follows:

Doors Open	11:00 a.m.
Opening Remarks	11:30 a.m.
Lunch	12:00 p.m.
Entertainment	12:30 p.m. – 1:30 p.m.
Door Prizes	1:30 p.m.
Conclusion	2:30 p.m.

Opening Remarks: Carol Hamilton

Invocation: to be determined

Others/Guest Speakers: to be determined

Robert Hedlund, Jim Cantwell, Rocco Longo

Selectmen: Matt McDonough, John Hall, Steven Robbins

Door Prizes: Donna Weinberg, will look into gift certificates donated from designated Marshfield community merchants to be presented as door prizes through raffle tickets at this event.

Invitations-Decorations-Theme: Donna Weinberg presented an invitation, *An Ocean of Thanks to Our Volunteers*, which has been voted in as a nautical theme this year. Donna has already purchased centerpiece vases, which will include beach sand, sea shells and battery tea lights to be placed on each table. Haddad's will provide linens and napkins and all related dinnerware for event. We will also need to purchase name badges for this event.

Donna Weinberg will prepare the invitation list. The plan is to mail them out by Friday, August 30, 2013. The deadline will be Friday, October 4, 2013.

Criteria for Volunteer to attend (# of minimum hours): It was agreed that a volunteer would need 25 or more hours worked for the past year to be eligible for this event.

Funding: Carol Hamilton is working on additional funding of this event. Total costs to date will be presented at next meeting.

Other Items: Donna Weinberg will contact Lorraine Rodolph to take photographs at this event. If she is not available at that time, she will enlist a member of her photography group. Ken Bell will be our backup.

Nancy White of the Mariner and Linda Shephard of the Patriot Ledger will be contacted ahead to cover this event.

Next Meeting: Wednesday, August 7, 2013 @ 10:00 a.m.

Adjournment: 10:35 a.m.

Respectfully submitted,
Donna Weinberg, Project Coordinator for Volunteers